Electronic Services Purchased by P-Card

Before purchasing electronic services with a P-Card, complete this form to determine if the purchase qualifies as a P-Card transaction. If so, file this form with other backup documentation required for your P-Card purchase. For additional information on purchasing electronic services, see Section 7.2 - Purchase of Goods and Services. For information on public and/or sensitive data, see http://go.illinois.edu/essa.

1. Will SSNs, credit card information, or health/medical data be used by the service?
   - Yes. Stop here. You may not make this purchase with a P-Card.
   - No

2. Will student information (for example, grades, advising notes, class rosters, student names (UINs) be used within the service?
   - Yes. Stop here. You may not make this purchase with a P-Card.
   - No

3. Is the data you plan to use within this service considered "public" by the University?
   - Yes
   - No. Stop here. You may not make this purchase with a P-Card.

Date of Purchase: ____________________________

P-Card Holder Name: ____________________________ Title: ____________________________

Person Who Requested this Purchase:

   Name: ____________________________ Unit, Dept, or College: ____________________________

Product Name: ____________________________

Describe product:

________________________________________

Describe how product will be used:

________________________________________

If purchased online, provide Web address (URL):

________________________________________

If available, provide End User License Agreement (EULA) and privacy statement Web address (URL):

________________________________________

I understand that my unit:
   ● Is accountable for how this software or service is used
   ● Must protect any systems upon which it runs or any data to which it has access
   ● Must not allow this software or service to access any non-public University data

P-Cardholder Signature: ____________________________ Date: _____________

Unit IT Head, Department Head (or Designee) Signature: ____________________________ Date: _____________